

CONCHO VALLEY PUBLIC DEFENDER'S OFFICE

Written Plan¹

¹ As governed by Texas Code of Criminal Procedure 26.044 (c-1) and Texas Government Code 79.036(a)(2).

Introduction

In accordance with the governing statutes – Texas Code of Criminal Procedure 26.044 (c-1) and Texas Government Code 79.036(a)(2) – this plan has been submitted to the Commissioner’s Court of Tom Green County, the fiscal agent for the twelve-county Concho Valley Public Defender’s Office (“CVPDO”). This office is governed by two separate grants: the first was awarded to Tom Green County in 2021 and has been twice modified², the second was awarded to Tom Green County at the end of 2022 and officially accepted in January, 2023 – the most recent version of each is attached to this written plan (that is, as of January, 2023). The participating counties are: Callahan, Coke, Coleman, Concho, Irion, Jones, Runnels, Schleicher, Shackelford, Sterling, Taylor, and Tom Green. Excluded from this document are the interlocal agreements that have been signed by each participating county (and have, therefore, been approved by each county’s Commissioner’s Court).

Contents

- 1) a budget for the public defender's office, including salaries

See attached grants, each of which include comprehensive financial modeling, including budget and salaries. The only salary range that was not explicitly posted as a part of the original job description is that of the Chief Public Defender – the salary range on that position is \$160,000/year to \$180,000/year.

- 2) a description of each personnel position, including the chief public defender position

See attached job descriptions, each of which were approved by the CVPDO Oversight Board along with the Tom Green County Commissioner’s Court (most recently on January 6, 2023, when the most recent grants were accepted, the newly authorized positions were created, and the budgets were adopted).

- 3) the maximum allowable caseloads for each attorney employed by the public defender's office

We are grant-funded, and in accordance with the terms of our grants (each are attached in to this plan), we are funded to handle a maximum percentage of non-conflict cases across our twelve-county service area (in Tom Green County: 85% of misdemeanors, 75% of felonies, 75% of juvenile matters, and 100% of appeals; in Taylor County: 31% of misdemeanors, 69% of felonies, 95% of juvenile matters, and no appeals to start with). Caseloads for each attorney shall be consistent with the Guidelines for Indigent Defense Caseloads published by the Texas Indigent Defense Commission and the Public Policy Research Institute at Texas A&M University – this weighted study is specifically mentioned in the grant. CVPDO’s ability to ethically handle each and every case is of paramount importance to our function as an office, so the Chief Defender will be closely monitoring caseloads, and taking whichever appropriate and necessary actions required – and approved by the Oversight Board – to ensure grant compliance.

² This copy of the grant shows both modifications, along with a letter, dated August 9, 2022, signed by the Tom Green County Judge and the Chair of the CVPDO Oversight Board updating the Texas Indigent Defense Commission (“TIDC”) regarding our operation.

- 4) provisions for personnel training

Training – staff growth, development, and improvement – is a critical function of the CVPDO. Each fiscal year will have a specific budget line-item to meet that end. Trainings are encouraged – both in-house and externally – and each request is raised to the Chief Defender along with the First Assistant of each office for approval.

- 5) a description of anticipated overhead costs for the public defender's office

See attached grants, each of which include comprehensive financial modeling, including all overhead costs.

- 6) policies regarding the use of licensed investigators and expert witnesses by the public defender's office

Each office is currently budgeted to employ two full-time investigators in accordance with TIDC's investigator-to-attorney ratios. Their use is encouraged in accordance with all governing ethical rules and obligations.

Exploring the use of expert witnesses is also very strongly encouraged. Each office has a "contract services" line-item from which expert fees can be paid. Critically: when that line-item is exhausted, each attorney should be prepared to seek money from their respective court. Expert decisions are made after thorough internal discussions regarding what kind of expert is being sought, how they would be useful, and their associated costs.

- 7) a policy to ensure that the chief public defender and other attorneys employed by the public defender's office do not provide representation to a defendant if doing so would create a conflict of interest that has not been waived by the client

Conflict analyses are a routine – and critical – part of CVPDO practice and are taken very seriously. CVPDO staff must be alert to all potential and actual conflicts of interest that would impair one's ability to represent a client. Where appropriate, seek an advisory opinion on any potential conflicts. Whenever an attorney recognizes a potential conflict between defendants that are represented by the office (this includes a conflict that develops during the course of representation) that fact should immediately be brought to the attention of appropriate internal staff for discussion and analysis. Should the decision to withdraw be reached, the conflicted attorney will file with the trial court a written motion that the appointment must be refused because a conflict of interest exists. If appropriate, the conflict will be identified in the motion. Regardless of when the conflict is discovered, the motion to withdraw should be filed as soon as practical.

TOM GREEN COUNTY
POSITION CLASSIFICATION DESCRIPTION

Class Title:	Chief Public Defender	Reports To:	Concho Valley Public Defender Board
Class Code:	TBD	FLSA:	Exempt
Job Title:	Chief Public Defender	EEOC Code:	PA
Department:	Public Defender	Revision Date:	01/24/23

Class Summary:

The Concho Valley Public Defender Office (CVPDO) Chief Public Defender is located at the office in Tom Green County (San Angelo) and Taylor County (Abilene). The CVPDO represents persons who are not financially able to hire legal counsel across a twelve-county service area covered by two offices: one in San Angelo (Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green), the other in Abilene (Callahan, Coleman, Jones, Shackelford, Taylor). The Office Manager must be willing to live or relocate to reside within the region.

Under direction of the Concho Valley Public Defender Board, provides quality legal defense to persons who cannot afford counsel in felony, misdemeanor, juvenile, and appeals cases for the counties listed above.

Essential Duties and Responsibilities:

Ensures that the office provides quality criminal defense representation that complies with federal and state constitutions, state statutes, ethical rules, and state and national best practices.

Oversees and provides representation of defendants who cannot afford counsel in felony, misdemeanor, juvenile, and appeals cases in addition to the administrative responsibilities of the office. Representation includes serving as lead counsel and appearing in court when appropriate and necessary.

Supervises all department employees, including responsibilities for assigning and reviewing work, employee training, completing performance evaluations, hiring, terminating and disciplining.

Reviews caseloads at least quarterly and notifies TIDC and the Concho Valley Public Defender's Oversight Board if caseloads exceed adopted standards.

Directs staff on legal issues, case dispositions, advocacy, and ensures continuity of counsel to the extent possible.

Develops, implements, and interprets overall policies and procedures for the department and ensures that all staff receive necessary training.

Prepares and administers the annual Public Defender budget and monitors all department expenditures of state and local funds. Allocates resources for services, equipment, facilities, finance planning, preparing and advocating for future services and budgetary needs of the office.

Represents the public defense function in criminal justice coordinating meetings with clients, judges, prosecutors, county Commissioners Courts and others.

Presents to social and civic groups, incarcerated persons, and other organizations to explain, publicize, and promote the Public Defender program and defendants' rights.

Represents the Public Defender Office in public and professional meetings and conferences; in interactions with state and county officials; county and state bar associations; and citizen groups.

Reports regularly to the Concho Valley Public Defender's Oversight Board and with each participating county Commissioners Court.

Knowledge, Abilities, and Skills:

Knowledge of federal and state laws, regulations, and precedents; knowledge of legal procedures and the trial methods and practices in criminal cases; management principles and practices; and budgeting techniques, standards and requirements.

Ability to understand and interpret statutes, constitutional provisions, and administrative regulations; ability to effectively prepare and litigate cases in court; ability to work effectively with members of the legal profession, law enforcement personnel, co-workers and county department representatives, and the public.

Skill in developing, analyzing, and interpreting policies and procedures; exercising sound judgment in making administrative decisions involving staff and service activities; managing and reviewing budgets involving multiple revenue sources; exceptional oral and written communication skills.

Physical Requirements and Work Setting:

Works in a well-lighted, air-conditioned environment; prolonged periods of sitting and periodic walking, standing, bending, and reaching; occasional lifting up to 15 lbs; visual acuity, hearing ability, and manual dexterity required.

Education and/or Experience Required:

Juris Doctor Degree from an accredited school of law. At least 5 years of experience in criminal law, having tried felony cases to verdict and acted as lead counsel for the following types of felony trials: first and second degree felonies and homicide cases. At least 3 years of experience hiring, leading, or supervising attorneys or staff.

Desired Qualifications:

Experience as a lawyer in a Public Defender office; experience as a Director, Chief or Deputy Chief in a legal organization which includes oversight of daily operations and budget creation/oversight.

Certificates and Licenses:

License to practice law in good standing in the State of Texas or immediately eligible to obtain licensure through the Texas Board of Law Examiners Admission Without Examination (AWOX) process. (Applicants not licensed to practice law in Texas must review the TBLE AWOX requirements: <https://ble.texas.gov/admission-without-examination>). Must have a valid driver's license and good driving record.

This document is based on the job description(s) for positions in this classification and is maintained by the TGC Human Resources Department.

Department: Concho Valley Public Defender's Office
Position/Title: First Assistant Public Defender
Employment Status: Exempt
Pay Grade: \$100,000 to \$140,000 (depending on experience)

GENERAL DESCRIPTION

The Concho Valley Public Defender Office (CVPDO) First Assistant Public Defender is located at the office in Tom Green County (San Angelo) or Taylor County (Abilene). The CVPDO represents persons who are not financially able to hire legal counsel across a twelve-county service area covered by two offices: one in San Angelo (Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green), the other in Abilene (Callahan, Coleman, Jones, Shackelford, Taylor). The First Assistant Public Defender must be willing to live or relocate to reside within the region.

JOB SUMMARY

Selected by the Chief Public Defender and reporting to the Chief Public Defender, the First Assistant Public Defender is a key member of CVPDO leadership with primary responsibility for ensuring CVPDO staff have the necessary skills to effectively represent clients in increasingly complex trials, with an emphasis on coordinating comprehensive training for staff to facilitate skill development.

This is a director-level job in the Public Defender's Office. The First Assistant Public Defender has management and administrative responsibilities in addition to functioning as a high-level attorney.

ESSENTIAL JOB DUTIES:

- 1) Assists the Chief Public Defender in training, supervising, and supporting CVPDO staff to be able to handle increasingly complex cases at trial with a focus on trainings that promote oral and trial advocacy skills.
- 2) Assists the Chief Public Defender in ensuring that CVPDO staff understand how to develop a trial theory and strategy and execute all necessary skills necessary to effectively represent clients.
- 3) Assist the Chief Public Defender in ensuring that the CVPDO fulfills its objectives by advising on organizational priorities for staff support and training.
- 4) Creating or amending internal office policies and standards of practice.
- 5) Provides stewardship of CVPDO resources, and supports the CVPDO operational functions.
- 6) Represent the CVPDO at meetings or events relevant to CVPDO.
- 7) Directly supervises CVPDO staff engaged in client representation/case-handling, including formal performance reviews and evaluations.
- 8) Provide high-level representation and counsel to individual clients on legal matters.

9) Performs other job-related duties as assigned.

EDUCATION AND EXPERIENCE

- Juris Doctor and minimum of ten (10) years of relevant experience;
- Minimum of five (5) years of supervisory experience required;
- OR, any combination of education and experience that has been achieved and is equivalent to the stated education and experience and required knowledge, skills, and abilities sufficient to successfully perform the duties and responsibilities of this job.

LICENSES, REGISTRATIONS, CERTIFICATIONS OR SPECIAL REQUIREMENTS

Licensed to practice law in the State of Texas (or immediately eligible to obtain licensure).

Department: Concho Valley Public Defender's Office
Position/Title: Office Manager
Employment status: Exempt
Pay Grade: \$45,000 to \$85,000 (depending on experience)

GENERAL DESCRIPTION

The Concho Valley Public Defender Office (CVPDO) Office Manager is located at the office in Tom Green County (San Angelo) or Taylor County (Abilene). The CVPDO represents persons who are not financially able to hire legal counsel across a twelve-county service area covered by two offices: one in San Angelo (Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green), the other in Abilene (Callahan, Coleman, Jones, Shackelford, Taylor). The Office Manager must be willing to live or relocate to reside within the region.

This position provides a full range of support services to assisting in the daily operation of the Public Defender Office.

ESSENTIAL JOB DUTIES

Responsible for providing a wide array of administrative support in a law office: assists attorneys, case managers, investigators and legal assistants with managing schedules, coordinating meetings and travel, answering phones, and communicating with clients.

- 1) Provide administrative assistance to legal staff in a law office.
- 2) Manage schedules, including trial dates and hearings.
- 3) Coordinate appointments, meetings, and business travel. Schedule conference rooms.
- 4) Plan, support, and implement logistics for executive level internal events.
- 5) Coordinate meetings, teleconference, and video conferences.
- 6) Coordinate with customers, external counsel and other vendors to obtain and exchange information and documentation related to legal matters.
- 7) Assess the urgency of situations and determine appropriate actions, monitor status of pending item, provide follow up and keep management informed by communicating a wide variety of information.
- 8) Prepare legal correspondence and presentations.
- 9) Maintain legal management systems.
- 10) Conduct research for report preparation.

- 11) Train attorneys and support staff in the use of all office systems, including case management system, filing protocols, and docket/diary procedures.
- 12) Utilize case management system for electronic data management of legal files and creation of management reports.
- 13) Ensure that all necessary information is shared between clients and attorneys on various files.
- 14) Oversee and coordinate acquisition and maintenance of legal research and reference materials for office, including hard copy and electronic materials.

KNOWLEDGE, SKILLS, AND ABILITIES:

- 1) Knowledge of Court procedures and case-flow management.
- 2) Knowledge of indigency requirements.
- 3) Skill in operating a personal computer and utilization of general office and criminal justice software.
- 4) Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient service for the CVPDO office.
- 5) Ability to perform detailed and difficult administrative duties and use independent judgment and personal initiative in the performance of assigned duties.
- 6) Ability to provide administrative and professional leadership and direction to subordinate staff.
- 7) Ability to communicate clearly and effectively.
- 8) Ability to establish and maintain effective working relationships with CVPDO staff, outside entities and the general public.

EDUCATION AND EXPERIENCE:

- 1) Bachelor's Degree from an accredited college or university
- 2) Four (4) years of court clerk or administrative experience in the field of court administration or criminal justice with two (2) years of supervisory experience.

Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.

Department: Concho Valley Public Defender's Office
Position/Title: Felony Public Defender
Employment status: Exempt
Pay Grade: \$85,000 to \$130,000 (depending on experience)

GENERAL DESCRIPTION

The Concho Valley Public Defender Office (CVPDO) Felony Public Defender is located at the office in Tom Green County (San Angelo) or Taylor County (Abilene). The CVPDO represents persons who are not financially able to hire legal counsel across a twelve-county service area covered by two offices: one in San Angelo (Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green), the other in Abilene (Callahan, Coleman, Jones, Shackelford, Taylor). The Felony Public Defender must be willing to live or relocate to reside within the region.

This position provides a full range of legal services to indigent defendants in the assigned felony, juvenile and misdemeanor courts. Primary responsibility to handle the felony cases. Additional responsibilities to assist in mental health dockets, misdemeanor cases, juvenile cases, trial preparation and trials, and appeals as directed.

ESSENTIAL JOB DUTIES

- 1) Ability to review new cases assigned to the CVPDO.
- 2) Ability to prepare cases for representation in court.
- 3) Ability to meet with defendants and effectively explain legal issues.
- 4) Ability to routinely make jail visits for defendants incarcerated
- 5) Negotiates plea arrangements with counsel for the state.
- 6) Prepares, files and represents clients in pretrial motions and hearings.
- 7) Consults with clients regarding legal process and preparation for trial when necessary.
- 8) Prepares cases and witnesses for trial.
- 9) Represents the client in bench and jury trials.
- 10) Prepare and file appellate briefs and appear in appellate courts when necessary.
- 11) Performs all other duties as assigned.

EDUCATION AND EXPERIENCE:

- 1) Graduate of an ABA accredited law school.
- 2) Skilled trial attorney, with a demonstrated track record of resolving felony cases.
- 3) Capable of exercising sound legal analysis and judgment.
- 4) Skilled in oral and written communications.

- 5) Able to establish and maintain good working relationships with clients, court personnel, and co-workers.
- 6) Must possess the skill and ability to manage a demanding and diverse caseload assigned from the Chief Public Defender.

LICENSES, CERTIFICATIONS, OR REGISTRATIONS

- 1) Currently licensed to practice law by the State Bar of Texas, in good standing.
- 2) Valid Texas driver's license and reliable motor vehicle.

Department: Concho Valley Public Defender's Office
Position/Title: Misdemeanor Attorney
Employment status: Exempt
Pay Grade: \$65,000 TO \$85,000 (depending on experience)

GENERAL DESCRIPTION

The Concho Valley Public Defender Office (CVPDO) Misdemeanor Public Defender is located at the office in Tom Green County (San Angelo) or Taylor County (Abilene). The CVPDO represents persons who are not financially able to hire legal counsel across a twelve-county service area covered by two offices: one in San Angelo (Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green), the other in Abilene (Callahan, Coleman, Jones, Shackelford, Taylor). The Misdemeanor Public Defender must be willing to live or relocate to reside within the region.

This position provides a full range of legal services to indigent defendants in the assigned misdemeanor courts. Assists in the daily operation of the Public Defender Office. Primary responsibility is to handle the misdemeanor caseload. Additional responsibilities will be assisting in juvenile cases, mental health dockets, and assisting felony attorneys in felony trial preparation, trials and consulting with clients and witnesses, and appeals as directed.

ESSENTIAL JOB DUTIES

- 1) Ability to review new cases assigned to the CVPDO.
- 2) Ability to prepare cases for representation in court.
- 3) Ability to meet with defendants regarding legal issues.
- 4) Ability to routinely make jail visits for defendants incarcerated.
- 5) Negotiates plea arrangements with counsel for the state.
- 6) Prepares files and represents clients in pretrial motions and hearings.
- 7) Consults with clients regarding legal process and preparation for trial when necessary.
- 8) Prepares cases and witnesses for trial.
- 9) Represents the client in bench and jury trials.
- 10) Prepares and files appellate briefs and appears in appellate courts when necessary.
- 11) Performs all other duties as assigned.

EDUCATION AND EXPERIENCE

- 1) No less than one year of experience involving criminal representation in state courts, or having worked in a criminal defense clinic.

- 2) Juris Doctor Degree from an ABA approved Law School.
- 3) Current active membership in the State Bar of Texas, in good standing.
- 4) Valid Texas driver's license and reliable motor vehicle.
- 5) Must possess the skill and ability to manage a demanding and diverse caseload assigned from the Chief Public Defender.

Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.

Department: Concho Valley Public Defender's Office

Position/Title: Senior Investigator

Employment status: Non-exempt

Pay Grade: \$60,000 to \$85,000 (depending on experience)

GENERAL DESCRIPTION

The Concho Valley Public Defender Office (CVPDO) Senior Investigator is located at the office in Tom Green County (San Angelo) or Taylor County (Abilene). The CVPDO represents persons who are not financially able to hire legal counsel across a twelve-county service area covered by two offices: one in San Angelo (Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green), the other in Abilene (Callahan, Coleman, Jones, Shackelford, Taylor). The Senior Investigator must be willing to live or relocate to reside within the region.

ESSENTIAL JOB DUTIES

- 1) Conducts investigations to support the legal defense of a variety of criminal cases.
- 2) Interviews clients, witnesses, relatives and others to obtain statements, documents and related factual evidence.
- 3) Visits crime scenes to evaluate physical and environmental factors related to case investigation.
- 4) Prepares diagrams, charts and drawings and takes photographs of crime scenes.
- 5) Locates and interviews witnesses and analyzes their statements.
- 6) Presents findings and evaluations to the CVPDO staff.
- 7) May appear and testify in Court.
- 8) Prepares reports and correspondence.
- 9) Serves subpoenas.
- 10) Performs related duties and fulfills responsibilities as required.
- 11) Supervises other Investigators

KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Knowledge of the techniques and practices of criminal investigations, preferably on behalf of criminal defense lawyers
- 2) Knowledge of the Code of Criminal Procedure, Penal Code, Rules of Evidence
- 3) Knowledge of the admissibility of confessions and statements of witnesses

- 4) Knowledge of the Concho Valley Region
- 5) Ability to gather, organize, analyze and evaluate facts and evidence and draw sound conclusions objectively
- 6) Prepare accurate reports
- 7) Conduct investigations
- 8) Communicate verbally and in writing
- 9) Ability to perform physical requirements of the position
- 10) Ability to become a Notary Public in the State of Texas
- 11) Additional professional licenses and certifications (e.g., Cellebrite)

EDUCATION AND EXPERIENCE

- 1) Bachelor's degree from an accredited college or university in Criminal Justice, Forensics, Sociology, Political Science, Psychology, Journalism, Education or related field.
- 2) At least five (5) years of verifiable training or work experience performing investigative duties or intensive research in the field of the military, insurance, law, criminal justice, journalism, public health, civil rights, education, social sciences, public policy or related field.
- 3) Valid driver's license and reliable motor vehicle.
- 4) Willingness to work irregular hours and/or occasionally travel out of town/state and stay overnight as individual investigations demand.
- 5) Bilingual (English/Spanish) preferred but not required.

Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.

Department: Concho Valley Public Defender's Office

Position/Title: Investigator

Employment status: Non-exempt

Pay Grade: \$45,000 to \$70,000 (depending on experience)

GENERAL DESCRIPTION

The Concho Valley Public Defender Office (CVPDO) Investigator is located at the office in Tom Green County (San Angelo) or Taylor County (Abilene). The CVPDO represents persons who are not financially able to hire legal counsel across a twelve-county service area covered by two offices: one in San Angelo (Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green), the other in Abilene (Callahan, Coleman, Jones, Shackelford, Taylor). The Investigator must be willing to live or relocate to reside within the region.

ESSENTIAL JOB DUTIES

- 1) Conducts investigations to support the legal defense of a variety of criminal cases.
- 2) Interviews clients, witnesses, relatives and others to obtain statements, documents and related factual evidence.
- 3) Visits crime scenes to evaluate physical and environmental factors related to case investigation.
- 4) Prepares diagrams, charts and drawings and takes photographs of crime scenes.
- 5) Locates and interviews witnesses and analyzes their statements.
- 6) Presents findings and evaluations to the CVPDO staff.
- 7) May appear and testify in Court.
- 8) Prepares reports and correspondence.
- 9) Serves subpoenas.
- 10) Performs related duties and fulfills responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Knowledge of the techniques and practices of criminal investigations, preferably on behalf of criminal defense lawyers
- 2) Knowledge of the Code of Criminal Procedure, Penal Code, Rules of Evidence
- 3) Knowledge of the admissibility of confessions and statements of witnesses
- 4) Knowledge of the Concho Valley Region
- 5) Ability to gather, organize, analyze and evaluate facts and evidence and draw sound conclusions objectively
- 6) Prepare accurate reports

- 7) Conduct investigations
- 8) Communicate verbally and in writing
- 9) Ability to perform physical requirements of the position\
- 10) Ability to become a Notary Public in the State of Texas

EDUCATION AND EXPERIENCE

- 1) Bachelor's degree from an accredited college or university in Criminal Justice, Forensics, Sociology, Political Science, Psychology, Journalism, Education or related field.
- 2) At least two (2) years of verifiable training or work experience performing investigative duties or intensive research in the field of the military, insurance, law, criminal justice, journalism, public health, civil rights, education, social sciences, public policy or related field.
- 3) Valid driver's license and reliable motor vehicle.
- 4) Willingness to work irregular hours and/or occasionally travel out of town/state and stay overnight as individual investigations demand.
- 5) Bilingual (English/Spanish) preferred but not required.

Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.

Department: Concho Valley Public Defender's Office
Position/Title: Legal Assistant
Employment status: Non-exempt
Pay Grade: \$35,000 to \$60,000 depending on experience

GENERAL DESCRIPTION

The Concho Valley Public Defender Office (CVPDO) Legal Assistant is located at the office in Tom Green County (San Angelo) or Taylor County (Abilene). The CVPDO represents persons who are not financially able to hire legal counsel across a twelve-county service area covered by two offices: one in San Angelo (Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green), the other in Abilene (Callahan, Coleman, Jones, Shackelford, Taylor). The Legal Assistant must be willing to live or relocate to reside within the region.

This position provides a full range of support services to assisting in the daily operation of the Public Defender Office.

ESSENTIAL JOB DUTIES

- 1) Keeps cases organized by establishing and organizing files; monitoring and updating calendars; meeting deadlines; documenting actions; inputting information into file database and case management software; confirming case status with attorney.
- 2) Helps develop cases by maintaining contact with people involved in the case; scheduling interviews; in drafting and filing documents and generating status reports.
- 3) Keeps clients informed by maintaining contact and communicating case progress.
- 4) Supports case preparation by preparing case summaries and materials for hearings; monitoring and obtaining discovery responses; and organizing materials for team case review.
- 5) Enhances trial proceedings by organizing evidence; preparing exhibits; scheduling witnesses; ensuring that witnesses are ready when needed and taking courtroom notes.
- 6) Updates job knowledge by participating in educational opportunities; reading professional publications.
- 7) Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

KNOWLEDGE, SKILLS, AND ABILITIES

- 1) General knowledge of court procedures, with willingness to learn as necessary
- 2) Knowledge of modern office practices and procedures
- 3) Skill in utilizing computer and associated software

- 4) Ability to understand legal terminology
- 5) Ability to become a Notary Public in the State of Texas
- 6) Ability to communicate effectively
- 7) Ability to perform physical requirements of the position
- 8) Ability to perform customer service
- 9) Ability to establish and maintain effective working relationships with co-workers, supervisors, outside agencies and clients.

EDUCATION AND EXPERIENCE

- 1) High school diploma or GED equivalent, associate's or bachelor's degree or paralegal certification preferred.
- 2) Two (2) years of experience in administrative, office or court support

Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.

Department: Concho Valley Public Defender's Office

Position/Title: Receptionist/Secretary

Employment status: Non-exempt

Pay Grade: \$29,000 to \$44,000 (depending on experience)

GENERAL DESCRIPTION

The Concho Valley Public Defender Office (CVPDO) Receptionist/Secretary is located at the office in Tom Green County (San Angelo) or Taylor County (Abilene). The CVPDO represents persons who are not financially able to hire legal counsel across a twelve-county service area covered by two offices: one in San Angelo (Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green), the other in Abilene (Callahan, Coleman, Jones, Shackelford, Taylor). The Receptionist/Secretary must be willing to live or relocate to reside within the region.

ESSENTIAL JOB DUTIES

- 1) Primary face of the office: greets, interacts, and communicates with walk-in visitors in a professional manner; answers questions, provides information, or refers inquiry to appropriate personnel.
- 2) Answers the phone in a professional manner; answers inquiries from the public and others; takes accurate messages, when required.
- 3) Completes routine forms and documents, as instructed.
- 4) Enters data into case management system in a timely and accurate manner.
- 5) Pick up mail daily, deliver to appropriate staff members, as well as scan and upload letters.
- 6) Maintains office files in a timely and accurate manner, and in accordance with office procedures.
- 7) Maintains office supply inventory and orders replacement supplies on a timely basis. Picks up, sorts, and distributes mail to proper staff member.
- 8) Keeps office calendar up-to-date, ensuring attorneys have most recent information regarding upcoming dockets and court calendars, and communicating any and all relevant changes to attorneys and clients alike.
- 9) Communicate with clients/attorneys to schedule/arrange appointments.
- 10) Contact clients via phone/text/email to advise of upcoming court hearings.
- 11) Ability to think creatively, ask questions as necessary, and adjust to workflow changes.
- 12) Attends meetings and training sessions; performs other duties, as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- 1) Knowledge of general office operations, forms, and records maintenance; knowledge of basic money handling procedures; knowledge of the operation of personal computers and associated software.
- 2) Ability to plan, organize, and perform work responsibilities in a timely and accurate manner; ability to work independently and meet regular deadlines; ability to work effectively with staff, citizens, County officials, and others.
- 3) Skill in oral communication and interpersonal relations.
- 4) Knowledge of the function and purpose of a public defender's office.
- 5) Knowledge of the multi-county service area covered by the office (preferred).
- 6) Ability to communicate professionally, both verbally and in writing
- 7) Ability to perform physical requirements of the position
- 8) Ability to become a Notary Public in the State of Texas

EDUCATION AND EXPERIENCE

- 1) Six-months of general office, secretarial, or equivalent experience; or, appropriate combination of education and relevant work experience.
- 2) Willingness to work irregular hours if necessary (i.e., during trial).
- 3) Bilingual (English/Spanish) preferred but not required.

Any combination of education and experience that demonstrates the required knowledge, skills, and abilities to perform the duties and responsibilities of this role.



**Statement of Grant Award
FY2022 Improvement Grant**

Grant Number: PB-22-226
 Grantee Name: Tom Green County
 Program Title: Regional Public Defender
 Grant Period: 1/1/2023-9/30/2024
 Grant Award Amount: **\$2,906,996**

The Texas Indigent Defense Commission (herein, the Commission) has awarded the above-referenced grant to Tom Green County (herein, the County) for indigent defense services. The authorized official named on the grant application must sign this Statement of Grant Award and return it to the Commission. The grantee will not receive any grant funds until this notice is executed and returned to the Commission. Funding is provided as listed in the categories in the table below:

Note: Budget	Budget
1) Personnel - Salaries (Total Number of FTEs: 20)	\$2,806,704
2) Fringe Benefits	\$708,322
3) Travel and Training	\$73,250
4) Equipment	\$204,650
5) Supplies & Direct Operating	\$185,194
6) Contract Services	\$30,625
Total Proposed Costs	\$4,008,745
Less County Contributions (all participating counties)	\$1,101,749
Total Amount Funded by Commission	\$2,906,996

Standard Grant Conditions:

- The authorized official for the grantee accepts the grant award.
- The authorized official, financial officer, and program director, referred to below as grant officials, must comply with the terms of the grant as written in the Request for Applications issued in January 2022, including the rules and documents adopted by reference in the Commission’s Grant Rules in Title 1, Part 8, Chapter 173, Texas Administrative Code.
- The grant officials understand that a violation of any term of the grant may result in the Commission placing a temporary hold on grant funds, permanently de-obligating all or part of the grant funds, requiring reimbursement for funds already spent, or barring the organization from receiving future grants.
- Disbursement of funds is always subject to the availability of funds.
- The grant officials agree to follow the grant terms contained in the “Terms and Conditions” contained in Attachment A which includes the final grant application.
- Any indigent defense plan documents submitted to the Commission must continue to meet all grant eligibility requirements.
- The judges hearing criminal and juvenile matters must amend the Indigent Defense Plan for their respective courts as needed to include the program funded under this award and submit it to the Commission by March 1, 2023.

The authorized official for this grant program has read the preceding and indicates agreement by signing the Statement of Grant Award included below.

Rick Bacon
Signature of Authorized Official

Rick Bacon Judge Pro Tem
Name & Title (please print)

1-10-2023
Date

Attachment A
Terms and Conditions

In addition to the program requirements stated in the Request for Applications (RFA), these specific program requirements apply to this program.

1. Tom Green County will expand the Regional Public Defender's Office it currently operates as defined in Article 26.044 of the Texas Code of Criminal Procedure to provide indigent defense services to Taylor, Callahan, Coleman, Jones, and Shackelford Counties. Tom Green County will operate the public defender program to provide indigent defense representation for qualified defendants in these five newly participating counties in the region. Participating counties will execute interlocal agreements with Tom Green County reflecting each participating county's contribution to the cost of the program not covered by this grant.
2. This award covers 24 months of operation. This program is eligible for rural regional public defender sustainability grant funding for 2/3 of the approved budget in subsequent years.
3. Tom Green County must develop and maintain a Regional Public Defender Oversight Board in accordance with Texas Code of Criminal Procedure Article 26.045 to oversee the operation of this regional program and that incorporates stakeholders from the expansion counties funded under this grant. The County must submit a draft policy detailing how the members are selected and the duties and procedures of the board to TIDC for feedback prior to finalization. The Oversight Board must meet at least quarterly.
4. The program's Oversight Board is responsible for recommending to the Commissioners Court the selection of the Chief Public Defender. The Chief Public Defender will be responsible for the implementation of this program and will hire staff sufficient to operate the department. Staffing with attorneys and support personnel must be supported by sufficient caseloads.
5. The county must provide to TIDC the minimum job requirements and a full job description of the staff positions specified under this project before positions are publicly posted.
6. A Public Defender Office Case Representation Policies and Procedures Manual must be developed and provided to the Commission with the second quarterly progress report. The Public Defender Office should consider relevant professional standards of representation such as the Texas State Bar Performance Guidelines for Non-Capital Criminal Defense Representation when developing the manual. Any revised versions of the Policies and Procedures Manual must be submitted with regular quarterly progress reports.
7. The County must develop a written policy that includes caseload standards for the public defender office as required in Texas Code of Criminal Procedure Articles 26.044 and that is consistent with research-based weighted caseload guidelines published by TIDC. The caseload policy must require the Chief Public Defender to review caseloads at least quarterly. The Chief Public Defender must notify TIDC and the program's Oversight Board in writing if caseloads exceed the adopted standards.
8. This grant requires quarterly progress reports to provide information on the operation of the program. The TIDC grant manager will create an online progress report to document the work performed in this program. The County may request modifications to the report. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.
9. In addition to quarterly progress reports, the County must submit quarterly staffing reports detailing hire dates, separation dates, vacancies, and actual salaries each month for each position funded under the grant.

10. Grant funds are disbursed on a reimbursement basis according to the funded percentage in the award. The County must submit expenditure reports to obtain reimbursement of expended funds based on actual expenditures. The reimbursements will be proportional to the county's required match. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.
11. Equipment and other start-up costs listed in the first-year start-up budget will not be carried forward into subsequent years of funding.
12. Requests to revise the scope, target, or staffing of the project, or substantively alter project activities require advance written approval from TIDC. Budget adjustments consisting of reallocations of funds among or within budget categories in excess of \$10,000 or ten percent of the original approved budget, whichever is less, are considered budget adjustments and are allowable only with prior approval of the executive director of the Commission.
13. The Public Defender's Office must record attorney and support staff work time in a manner that allows for accurate completion of the Indigent Defense Expenditure Report and Public Defender Addendum. Records must contain sufficient detail to allocate time and salary across categories of offenses (capital, non-capital felony, misdemeanor, juvenile, felony appeals, misdemeanor appeals, and juvenile appeals) and to document the number of cases disposed by attorney for each court.
14. Contracts with third parties for core services under this grant must be provided to TIDC and approved prior to execution.
15. Grantees that use grant funds to contract for services must develop and include in the contract provisions to monitor each contract that is for more than \$10,000 per year. These provisions must include specific actions to be taken if the grantee discovers that the contractor's performance does not meet the operational or performance terms of the contract.
16. The Commissioners Court must adopt a public defender plan of operation or proposal that addresses the elements enumerated in Article 26.044 (c-1), Code of Criminal Procedure.
17. The judges must submit a copy of the public defender plan of operation or proposal approved by the applicable commissioners court as part of each indigent defense plan applicable to cases in which the public defender's office will provide representation, as required by Section 79.036(a)(2), Government Code.

Original grant application and supplemental budget documents follow.

**2022 Tom Green County Improvement Grant Application Narrative
Concho Valley Public Defender's Office expansion to the Big Country Region
Indigent Defense Programs to Address Pandemic-Related Backlogs**

a. Application Form

Counties Represented: **Callahan, Coleman, Jones, Shackelford, Taylor, Tom Green**

Fiscal Year: **2022**

State Payee Identification Number: **75-6001184**

Division To Administer Grant: **Tom Green County Judge**

Program Title: **Concho Valley Public Defender's Office expansion to the Big Country Region**

Requested Grant Amount: **\$2,906,996.00**

Authorized Official: **Stephen C. Floyd**

Financial Officer: **Nathan Craddock**

Program Director: **Joe Stephens**

Mailing Address: **113 W. Beauregard Avenue; San Angelo, TX 76903**

b. Introduction (Executive Summary)

In 2022, Tom Green County applied for - and was awarded - a sustainability grant creating the Concho Valley Public Defender's Office (CVPDO) located in San Angelo. That office was funded to cover seven rural counties. A year later, five neighboring counties - Taylor, Jones, Coleman, Callahan, and Shackelford - applied for a grant seeking sustainability funding to create a regional public defender office. It was to be based in Abilene with Taylor County serving as the fiscal agent. That application was considered by TIDC in June, 2022, and roughly a quarter of the request was funded. Those same five counties now return with a refigured grant to fund a public defender office under a slightly different model, one which entails merging with the CVPDO. In this revision, the CVPDO would be opening and operating a second office in Abilene - informed and governed by existing CVPDO policies and procedures - and Tom Green County would remain the fiscal agent. All counties are in accordance with this request. In fact, there has not been any opposition whatsoever - be it in commissioner's courts, with the existing CVPDO Oversight Board, or from other stakeholders. All counties are aligned in their beliefs: the combined operation will improve the quality of representation to indigent defendants and save money on local budgets. Furthermore, the participating counties believe - and the financial modeling shows - that demonstrable benefit lies in the sharing of financial resources.

c. Problem Statement

(Given the current funding and operation of the CVPDO, this section will predominantly focus on the problems that plague Taylor, Jones, Coleman, Callahan, and Shackelford Counties.)

Like many rural pockets of Texas, our mostly rural region faces three problems: (1) a shortage of attorneys willing to accept indigent criminal cases; (2) case backlogs and other factors impacting the quality of indigent defense representation, and (3) increasing defense cost for counties experiencing minimal or static revenue growth.

Shortage of Attorneys

The number of attorneys who are willing to accept indigent criminal cases in this region has sharply declined from pre-pandemic numbers. Table 1 below summarized the attorneys in the region approved for appointment in Taylor County as of March 2020 (pre-pandemic) and as of April 2022.

Table 1 -Taylor County Approved Attorneys Available For Appointment, by Case Type

	March 2020 (pre pandemic)	April 2022 (current)	Decrease in Attorneys	Percent Change
<i>Felony</i>				
State Jail	16	13	3	-19%
3rd Degree	14	11	3	-21%
2nd Degree	12	7	5	-42%
1st Degree	7	3	4	-57%
Appeal	10	9	1	-10%
<i>Misdemeanor</i>				
All Cases	20	13	7	-35%
Appeal only	1	-	1	-100%

Note: Current counts above are net of 11 attorneys located in Fort Worth that are approved for varying case types. These attorneys are not included in the count due to the expected short-term availability to represent cases in Taylor County.

The attorney totals include those that are based in Taylor County and surrounding County region. These decreases over a two-year window show a significant downward spike in an overall concerning trend noted over the past decade, particularly for second-degree and first-degree felonies. In Taylor County in 2014, there were 23 attorneys on the wheel for second-degree felonies and 22 for first-degree felonies. All of those attorneys were local, in that they had offices in Taylor County or adjacent counties. While the willingness to take on indigent defense cases for the few new attorneys practicing in the area, coupled with older attorneys slowing down their practices, has been an ongoing concern, the drop to 3 local first-degree attorneys and 7 local second-degree attorneys in the past two years represents an unsustainable crisis point. Attorneys that dropped off the wheel cited risk-exposure, burnout, and pay as some of the reasons they are unable or unwilling to continue indigent representation. Some attorneys have dropped off the wheel because they were receiving five new appointments per week, and sometimes receiving two new appointments in the same day. The small number of attorneys willing to perform the work leads to an immense strain on the criminal justice system.

In May 2021, the problem became acute enough that the Taylor County Judges voted to increase the pay rate for attorneys on the wheel. All fees were increased, but first-degree felonies were the most drastically increased. The minimum on a first-degree felony was raised from \$500 to \$750, with an hourly rate of no less than \$150 and no more than \$175 per hour. The purpose of raising the pay rate was to attract more local attorneys to the court-appointed wheel. The new pay rate was presented at a local defense bar meeting and given to the local attorneys. The new pay rate schedule did not attract a single new attorney to the list.

In October 2021, to address the problem, the Taylor County Judges reached out to attorneys in other areas of the state to accept cases in Taylor County. The targeted areas were San Angelo, Brownwood, and Fort Worth. It was agreed to pay the new, higher rates plus travel time for attorneys in those areas. The only one of the targeted areas that bore fruit was Fort Worth. Taylor County has added eleven Fort Worth attorneys to the list to avert crisis and continue operations. However, this situation is not considered sustainable in the long-term in that Taylor County is paying \$250 per round trip for travel expenses to the Fort Worth attorneys. In addition, the Fort Worth attorneys may not choose to stay on the court-appointed list long-term because of the inconvenience of travel, and the re-opening of Tarrant County courts post-COVID.

The counties surrounding Taylor County typically draw their court-appointed attorneys from Abilene and suffer from shortages as well, although they have much smaller caseloads. The fact that the attorneys come primarily from Abilene causes delay in cases because there are not enough attorneys to go around. If the same attorney is set for trial in a neighboring county and Taylor County, then one of the cases will have to be continued until a later date, resulting in a delay of justice and increased costs.

Quality of Indigent-Defense Representation

With so few attorneys taking court-appointed cases, the caseload burden for each attorney that does is heavier than the ideal. This burden has only compounded with the closure of courts due to the pandemic causing a backlog in open cases. Table 2 below summarizes total case counts, by type, as of March 2020 (pre-pandemic) and as of March 2022 (most current available).

Table 2 - Taylor County Open Cases

Case Type	As of March 2020 (pre pandemic)	As of March 2022	Change
Active Pending Cases			
Felony - Adult	1,421	1,423	2
Misdemeanor - Adult	1,917	1,562	(355)
Juvenile	66	80	14
Pre-Indictment Cases			
Felony	32	390	358
Intake/Complaints			
Felony	80 *	505	425
Misdemeanor	40 *	266	226
Total Open Cases	3,556	4,226	670

*unfiled complaint statistics were not tracked historically. This is an estimate of "normal" operations, which assumes no more than 10 unfiled complaints per ADA.

The table reflects Taylor County cases, but the impacts of court closures have been felt by all proposed member counties. While pending cases are down, especially in misdemeanor cases, the overall open case count has increased. This is due to the Taylor County District Attorney limited the number of cases brought to grand jury in an attempt to move older cases and not overwhelm his staff. Pre-pandemic, the thrice monthly grand jury heard over 60 cases each time convened. For the past 8 months, total cases brought to grand jury have been limited to roughly 45 each time convened. While the lack of attorneys is a more impactful problem for the smaller counties covered by this proposal, fewer attorneys available to represent a growing case backlog impacts quality of representation for all counties.

Increasing Costs

The costs of indigent defense is increasing on taxpayers for this region. As mentioned above, Taylor County has had to increase pay for the attorneys on the wheel and pay travel expenses to bring in attorneys from Fort Worth. With the shortage of local attorneys, the law of supply and demand works against the budget and taxpayers of the county by increasing costs for the same services rendered in the past. For the smaller participating counties, swings in cost driven by the number and type of cases in a given year create strain on budgets limited in options to raise funds, outside of increasing property taxes.

d. Objectives

In the opening of an Abilene office of the CVPDO, Taylor, Jones, Coleman, Callahan, and Shackelford Counties hope to tap into the existing infrastructure of the up-and-running public defender office in San Angelo to address the problems noted above. Many of the solutions the new five-county region expects are similar to those already experienced by the seven counties surrounding Tom Green:

- ℞ - the proposed increased defense capacity by the creation of salaried attorney positions will address the dire shortage of representation in the area;
- ℞ - through the establishment of appropriate caseload limits, continual training of attorneys, and allowing the growth of specific expertise without the pressure of maintaining business operations or overhead concerns, the quality of representation will be enhanced;
- ℞ - the increased number of attorneys handling cases, the support services provided through dedicated investigators and staff, and a cohesive defense plan directed by the Chief Defender will create a smoother flow of the criminal justice process.

These initiatives, as reviewed by the expanded oversight board, will allow cases to be heard and disposed of in a more efficient and timely manner. TIDC funding of this program will allow for local support of enhanced defense representation and address budget concerns of local administrative bodies.

The Abilene office of the CVPDO would be located in Taylor County and would provide services for Taylor, Jones, Callahan, Coleman, and Shackelford Counties. The original request in June was for approximately 36 staff for this office, which includes a Chief Defender, 22 defense attorneys, 4 investigators, 1 mental health caseworker, 2 general caseworkers, 1 I.T. system admin, 1 office manager, and 4 support staff. As the attached financial modeling reflects, those numbers have been reduced in this initial request, but the long-term request to TIDC will be to fully fund the function of this office as reflected in the original grant

application of June, 2022. Given the way the two offices can share financial resources, and given the county match built-in to this revised model, even more resources will be available from the get-go than the original award allowed for.

Regarding office space in the immediate-term, this grant will fund all costs associated with a lease agreement with Taylor County. The estimated lease cost based on TIDC models is included in ongoing operations cost for year 1 and 2, but an estimated \$50,000 will be needed to establish appropriate network connection and safety protocols in the temporary lease. This \$50,000 is included in the \$204,650 startup costs below. Taylor County will have space available in a county building to office the Abilene office of the CVPDO after a current construction project is completed in roughly 3 years.

With this revised funding model, the Abilene office of the CVPDO will strive to represent approximately 30% of the total non-conflict misdemeanor indigent cases, 69% of the total non-capital, non-conflict felony indigent cases, and 95% of total non-conflict indigent juvenile matters. To begin with, given the lesser funding, no appellate matters can be handled by this office.

All five counties in the region support this request and are committed to providing quality representation for indigent defendants.

e. Activities

During the start-up phase of this project, the five new counties will enter into inter-local agreements with each of the other counties (including the seven current counties covered by the CVPDO) to establish clear guidelines and expectations. The already extant CVPDO oversight board will expand to reflect the presence of an additional member from Taylor, Jones, Coleman, Callahan, and Shackelford Counties, along with one additional at-large member. The Chief Public Defender for the CVPDO will be the head of the new office in Abilene, and given the existing infrastructure in San Angelo, job descriptions have already been written, approved, and will carry-over to the staffing of the Abilene office. All necessary equipment and supplies will be procured the way they are in San Angelo, according to county policy and procedure. To reiterate: a benefit of this joinder of offices allows for the Abilene office to skip past the start-up steps that have already been sorted in San Angelo.

Though there are clear immediate needs that a robust public defender office will provide to the five new joining counties, it is imperative that the new office take the requisite time necessary to establish its foundation to ensure its sustainability. The Chief Defender and the First Assistant of the Abilene office will ensure that all stakeholders in the new five-county region will be engaged and briefed on timelines and processes.

The counties' indigent defense plans will be modified to account for appointments from the Abilene office of the CVPDO. All constitutional, statutory, and TIDC standards will be met. The Chief Public Defender will ensure quality of representation and will provide quarterly updates to the oversight board.

f. Evaluation

The oversight board in conjunction with the Chief Defender will monitor program evaluation. The Chief Defender will handle required grant status reporting to TIDC. Financial reporting to TIDC and any other required agencies will be the responsibility of the Tom Green County Auditor, in cooperation with the Chief Defender. Reporting of annual county case data for TIDC reporting compliance will be prepared and distributed to the new member counties by Tom Green County. The Chief Defender will provide information requested by the Auditor to achieve timely completion of required expenditure reports.

The Chief Defender will track and maintain caseload information with the current software that is used by the CVPDO, which was heavily vetted before its procurement in San Angelo.

Annually the CVPDO will submit a report, approved by the oversight board, to each Commissioners Court that documents the activities of the office to include costs, case dispositions, and such statistical information that the Chief Defender should include for each Court to be informed of the successes and failures and future goals.

g. Future Funding

The current grant is written to provide ARPA funding to cover part of the first two fiscal years of the Abilene office's existence. It is also modeled to include a county match from each of the new participating counties that reflects the contributions made by the seven counties that composed the original CVPDO. To be viable in the long-term, these five new counties will be dependent on sustainability funding from TIDC.

As of the 2020 Census, Callahan, Coleman, Jones, and Shackelford County populations are well below the population threshold to be eligible for rural sustainability funding. As of the 2020 Census, Taylor County's population was 143,208, which is marginally above the 100,000 population bracket. Abilene, which is mainly located in Taylor County, functions as a hub for services in the smaller communities and counties in the west central Texas region. Some of the regional services to the surrounding community include health sector services, government support services, and not for profit administration and service coordination. In addition to these noted sectors, most indigent legal defense assigned in the region is based out of Abilene. Sustainability funding would be needed for these five counties to continue operating after the initial award period ends. Because of these noted factors, we request an exception to the population threshold in consideration of sustainability funding.

h. Budget Narrative and Budget Form

Supporting schedules attached showing detail budget, detail of one-time startup costs listed under equipment above, and funding analysis showing proposed County match allocation. This requested budget is for a period of 21 months, beginning January 1, 2023 and going through September 30, 2024. Individual fiscal year detail is presented on the funding analysis support document, showing the ongoing operating costs for a regular year in FY2024.

The Supplies budget above consists of two line items on the supporting documents. Supplies and building (office space) lease are combined for a total presented here as "Supplies."

(The staffing levels and overall budgets are based on modelling from previous TIDC planning studies for the establishment of a Public Defenders' Office, extensive conversations with all participating counties, and discussions with TIDC staff. The proposed budgets are reductions from the original grant request in June, 2022, with the understanding that adjustments may be made to scope or underlying data in the course of the application review. Budgets also assume the two-year award period, with the understanding that some cost may be prorated due to required implementation timelines. Furthermore, they are premised on the notion that the new five-county office will be returning to TIDC in future grant cycles to request the additional money necessary to fully fund the operation of that office - and under a sustainability model.)

Personnel Costs		\$3,515,026.00
FTE's	20.00	
Salary	\$2,806,704.00	
Fringe Benefits	\$708,322.00	
Travel and Training		\$73,250.00
Equipment		\$204,650.00
Supplies		\$185,194.00
Contract Services		\$30,625.00
Indirect		\$0.00
Total		\$4,008,745.00
Required County Match		\$1,101,749.00
Total less County Match		\$2,906,996.00

Concho Valley PDO										
Cost Comparison Between Current Assigned Counsel and Proposed Regional Public Defender Office										
Year	Counties	PD Office Costs			TIDC Grants for PD Office	County Portion of PD Office	Revised Assigned Counsel Cost	Total Est. New Indigent Defense Cost	3 Yr. Avg Cost of Current Indigent Defense	County Savings from PDO
FY2023	7 Counties	\$ 1,867,968.35			\$ 1,245,312.24	\$ 622,656.12	202,612.12	\$ 825,268.24	2,445,683.67	1,620,415.43
	Coke		13,075.78	\$ 8,717.19		4,358.59	\$1,610.37	5,968.96	\$17,637	11,668.37
	Concho		26,151.56	\$ 17,434.37		8,717.19	\$4,154.00	12,871.19	\$33,370	20,499.15
	Irion		9,339.84	\$ 6,226.56		3,113.28	\$894.03	4,007.31	\$11,557	7,549.69
	Runnels		87,794.51	\$ 58,529.68		29,264.84	\$13,202.17	42,467.00	\$114,001	71,534.00
	Schleicher		13,075.78	\$ 8,717.19		4,358.59	\$1,588.77	5,947.36	\$18,177	12,229.97
	Sterling		13,075.78	\$ 8,717.19		4,358.59	\$1,684.33	6,042.93	\$17,843	11,799.74
	Tom Green County		1,705,455.11	\$ 1,136,970.07		568,485.04	\$179,478.45	747,963.49	\$2,233,098	1,485,134.51
FY2024	7 Counties	\$ 2,303,486.85			\$ 1,535,657.90	\$ 767,828.95	202,612.12	\$ 970,441.07	2,445,683.67	1,475,242.60
	Coke		16,124.41	\$ 10,749.61		5,374.80	\$1,610.37	6,985.17	\$17,637	10,652.16
	Concho		32,248.82	\$ 21,499.21		10,749.61	\$4,154.00	14,903.61	\$33,370	18,466.73
	Irion		11,517.43	\$ 7,678.29		3,839.14	\$894.03	4,733.18	\$11,557	6,823.82
	Runnels		108,263.88	\$ 72,175.92		36,087.96	\$13,202.17	49,290.13	\$114,001	64,710.87
	Schleicher		16,124.41	\$ 10,749.61		5,374.80	\$1,588.77	6,963.57	\$18,177	11,213.76
	Sterling		16,124.41	\$ 10,749.61		5,374.80	\$1,684.33	7,059.14	\$17,843	10,783.53
	Tom Green County		2,103,083.49	\$ 1,402,055.66		701,027.83	\$179,478.45	880,506.28	\$2,233,098	1,352,591.72

Big Country PDO										
Cost Comparison Between Assigned Counsel and Proposed Regional Defender Office										
Year	Counties	PD Office Costs			TIDC Grants for PD Office	County Portion of PD Office	Revised Assigned Counsel Cost	Total Est. New Indigent Defense Cost	3 Yr. Avg. Cost of Current Indigent Defense	County Savings from PDO
FY2023	5 Counties	\$ 1,758,745.31			\$ 1,406,996.24	\$ 351,749.06	640,429.41	992,178.47	1,993,351.33	1,001,172.86
	Callahan		55,717.91	\$ 44,574.33		11,143.58	19,045.38	30,188.96	63,150.33	32,961.38
	Coleman		45,625.80	\$ 36,500.64		9,125.16	15,995.44	25,120.60	51,712.00	26,591.40
	Jones		79,703.70	\$ 63,762.96		15,940.74	48,408.80	64,349.54	90,336.00	25,986.46
	Shackelford		26,246.84	\$ 20,997.47		5,249.37	4,961.15	10,210.52	29,748.00	19,537.48
	Taylor		1,551,451.06	\$ 1,241,160.85	80 % Year	310,290.21	552,018.64	862,308.85	1,758,405.00	896,096.15
FY2024	5 Counties	\$ 2,250,000.00			1,500,000.00	\$ 750,000.00	640,429.41	1,390,429.41	1,993,351.33	602,921.93
	Callahan		71,281.10	47,520.73		23,760.37	19,045.38	42,805.74	63,150.33	20,344.59
	Coleman		58,370.05	38,913.37		19,456.68	15,995.44	35,452.12	51,712.00	16,259.88
	Jones		101,966.62	67,977.75		33,988.87	48,408.80	82,397.68	90,336.00	7,938.32
	Shackelford		33,578.13	22,385.42		11,192.71	4,961.15	16,153.86	29,748.00	13,594.14
	Taylor		1,984,804.10	1,323,202.73	2/3 Year	661,601.37	552,018.64	1,213,620.00	1,758,405.00	544,785.00

Detailed Budgets by Office Location

FY 23 Phase In & Startup

Big Country

Position	Annual Sal + Fringe	December	January	February	March	April	May	June	July	August	September	Total FY23
Chief Defender (Half)	105,529.00	-	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	79,146.75
Office Manager (Half)	50,811.50	-	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	38,108.63
First Assistant	154,612.70	-	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	115,959.53
Felony Defender	115,907.18	-	8,870.02	8,870.02	8,870.02	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	84,563.65
Felony Defender	115,907.18	-	8,870.02	8,870.02	8,870.02	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	84,563.65
Felony Defender	115,907.18	-	-	8,870.02	8,870.02	8,870.02	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	74,904.72
Felony Defender	115,907.18	-	-	8,870.02	8,870.02	8,870.02	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	74,904.72
Felony Defender	115,907.18	-	-	8,870.02	8,870.02	8,870.02	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	74,904.72
Felony Defender	115,907.18	-	-	8,870.02	8,870.02	8,870.02	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	74,904.72
Felony Defender	100,183.07	-	-	7,559.68	7,559.68	7,559.68	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	64,421.99
Felony Defender	100,183.07	-	7,559.68	7,559.68	7,559.68	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	72,770.58
Felony Defender	100,183.07	-	-	7,559.68	7,559.68	7,559.68	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	64,421.99
Juvenile Defender	100,183.07	-	-	7,559.68	7,559.68	7,559.68	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	64,421.99
Misdemeanor Defender	96,554.02	-	7,322.01	7,322.01	7,322.01	8,046.17	8,046.17	8,046.17	8,046.17	8,046.17	8,046.17	70,243.05
Misdemeanor Defender	90,506.59	-	-	6,753.31	6,753.31	6,753.31	7,444.96	7,444.96	7,444.96	7,444.96	7,444.96	57,484.73
Misdemeanor Defender	90,506.59	-	-	6,753.31	6,753.31	6,753.31	7,444.96	7,444.96	7,444.96	7,444.96	7,444.96	57,484.73
Senior Investigator	79,705.93	-	6,044.37	6,044.37	6,044.37	6,642.16	6,642.16	6,642.16	6,642.16	6,642.16	6,642.16	57,986.06
Investigator	75,992.00	-	-	5,543.76	5,543.76	5,543.76	6,332.67	6,332.67	6,332.67	6,332.67	6,332.67	48,294.61
Legal Assistant	62,687.09	-	4,435.01	4,435.01	4,435.01	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	44,648.58
Legal Assistant	62,687.09	-	4,435.01	4,435.01	4,435.01	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	44,648.58
	2,081,675.05											1,433,351.59

Office Expenses

Contract Services	17,500.00	-	1,458.33	1,458.33	1,458.33	1,458.33	1,458.33	1,458.33	1,458.33	1,458.33	1,458.33	13,125.00
Building Lease	47,250.00	-	3,937.50	3,937.50	3,937.50	3,937.50	3,937.50	3,937.50	3,937.50	3,937.50	3,937.50	35,437.50
Supplies	58,574.95	-	4,881.25	4,881.25	4,881.25	4,881.25	4,881.25	4,881.25	4,881.25	4,881.25	4,881.25	43,931.21
Travel	45,000.00	-	1,000.00	1,000.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	3,750.00	28,250.00
Startup Costs	204,650.00	-	51,162.50	51,162.50	51,162.50	51,162.50	-	-	-	-	-	204,650.00
	372,974.95											325,393.71

Total	2,454,650.00											1,758,745.31
FY24 - Total less Startup	2,250,000.00											

2 Year Total 4,008,745.31

Employee time split evenly between both offices.
Adjusted for 3 month probationary period with no health insurance costs, or later start date.

One-time Start Up Cost				
Start up Cost:	Cost	Units	Total	Notes
Laptops	\$ 1,500	21	\$ 31,500	1 Per Employee + 2 Back ups
Breakroom furnish	\$ 2,500	1	\$ 2,500	
Water dispenser	\$ 100	1	\$ 100	
Dual monitor setups	\$ 120	38	\$ 4,560	Set for each employee
Monitor stands	\$ 200	19	\$ 3,800	Each employee
Keyboards	\$ 65	19	\$ 1,235	Each employee
Wireless mouse	\$ 20	21	\$ 420	Each employee plus J&C
Computer speakers	\$ 40	19	\$ 760	Each employee
Webcams	\$ 75	19	\$ 1,425	Each employee
Docking stations	\$ 200	21	\$ 4,200	Each employee plus J&C
Supply room shelving	\$ 800	1	\$ 800	
TV Monitor - conference	\$ 800	1	\$ 800	
Conference room PC	\$ 1,200	1	\$ 1,200	
Bracket for TV and PC	\$ 300	1	\$ 300	
Website design services	\$ 5,000	1	\$ 5,000	
Desk	\$ 1,000.00	21	\$ 21,000	1 Per Employee
File Cabinets	\$ 3,000.00	6	\$ 18,000	Fire Proof
Phones	\$ 450.00	22	\$ 9,900	Phones + Site License
Guest Chairs	\$ 230.00	35	\$ 8,050	2 Per Attorney + 1 Per Staff
Chair	\$ 350.00	31	\$ 10,850	1 Per Employee
Printer/Scanner Lease	\$ 600.00	21	\$ 12,600	Shared Printer/Scanner 12 mo lease
Network Switch	\$ 4,500.00	1	\$ 4,500	Connectivity
IT infrastructure set up	\$ 50,000.00	1	\$ 50,000	Taylor Co. provided estimate
File Cabinets	\$ 600.00	5	\$ 3,000	Regular
Book Shelves Tall	\$ 150.00	21	\$ 3,150	1 Per Attorney
Conference Room	\$ 2,000.00	1	\$ 2,000	conference room suite
Book Shelves Small	\$ 100.00	5	\$ 500	1 Per Supporting Staff
Business Cards	\$ 2,500.00	1	\$ 2,500	Startup, then supplies after
			\$ 204,650	

Sq ft per TIDC, per employee

150

3,150

Funding Analysis

	<u>Program Expenditures</u>	<u>TIDC</u>		
		<u>Sustainability</u>	<u>ARPA</u>	<u>Local</u>
Concho Valley				
FY23 Modified	1,867,968.35	1,245,312.24	-	622,656.12
FY24 Full	2,303,486.85	1,535,657.90	-	767,828.95
	<u>4,171,455.20</u>	<u>2,780,970.14</u>	-	<u>1,390,485.07</u>
Big Country				
FY23 Phased & Startup	1,758,745.31	80% Funding Year	-	1,406,996.24
FY24 Full	2,250,000.00	2/3 Funding Year	-	1,500,000.00
	<u>4,008,745.31</u>		<u>-</u>	<u>2,906,996.24</u>
Combined	8,180,200.51		2,780,970.14	2,906,996.24
Current Funding (2 years)			2,717,128.00	1,872,430.00
Additional needed over 2 years			<u>63,842.14</u>	<u>1,034,566.24</u>

Local Match Requirements

	<u>% Allocation</u>	<u>FY23</u>	<u>FY24</u>
Concho Valley			
Coke	0.7%	4,358.59	5,374.80
Concho	1.4%	8,717.19	10,749.61
Irion	0.5%	3,113.28	3,839.14
Runnels	4.7%	29,264.84	36,087.96
Schleicher	0.7%	4,358.59	5,374.80
Sterling	0.7%	4,358.59	5,374.80
Tom Green	91.3%	568,485.04	701,027.83
	<u>100.0%</u>	<u>622,656.12</u>	<u>767,828.95</u>
Big Country			
Callahan	3.2%	11,143.58	23,760.37
Coleman	2.6%	9,125.16	19,456.68
Jones	4.5%	15,940.74	33,988.87
Shackelford	1.5%	5,249.37	11,192.71
Taylor	88.2%	310,290.21	661,601.37
	<u>100.0%</u>	<u>351,749.06</u>	<u>750,000.00</u>

<u>Position</u>	Case %	Max Load	Defender Cases
Chief Defender (Half)	0.0%	138	0
First Assistant	80.0%	138	110
Felony Defender	100.0%	138	138
Felony Defender	100.0%	138	138
Felony Defender	100.0%	138	138
Felony Defender	100.0%	138	138
Felony Defender	100.0%	138	138
Felony Defender	100.0%	138	138
Felony Defender	100.0%	138	138
Felony Defender	100.0%	138	138
Felony Defender	100.0%	138	138
Felony Defender	100.0%	138	138
Juvenile Defender	100.0%	200	200
Misdemeanor Defender	100.0%	238	238
Misdemeanor Defender	100.0%	238	238
Misdemeanor Defender	100.0%	238	238
Annual Max Caseload for Big Country			<u>2404</u>

	PD Max	Universe	Public Defender Rate
Felonies	1490	2156	69.1%
Misdemeanors	714	2314	30.9%
Juvenile	200	211	94.8%

Cost Allocation % by County based on 3 year average of Current Indigent Defense Cost					
County	2019	2018	2017	3Yr. Avg	Allocation
	-	-	-	-	-
	-	-	-	-	-
Callahan	49,775.00	51,195.00	88,481.00	63,150	3.2%
Coleman	48,869	54,373	51,894	51,712	2.6%
Jones	81,131	84,270	105,606	90,336	4.5%
Shackelford	9,785	34,808	44,651	29,748	1.5%
Taylor County	1,900,850	1,732,202	1,642,163	1,758,405	88.2%
Combined	2,319,536	2,067,365	1,963,276	2,116,726	100.0%

Assigned Counsel with Regional Public Defender Cost	
County	
	-
	-
Callahan	19,045
Coleman	15,995
Jones	48,409
Shackelford	4,961
Taylor County	552,019
Combined	640,429

Assigned Counsel Misdemeanor						
County	2019	2018	2017	3Yr. Avg		Assigned
	-	-	-	-	69.10%	-
	-	-	-	-	69.10%	-
Callahan	1,145	3,145	1,790	2,027	69.10%	1,400
Coleman	7,484	3,680	2,000	4,388	69.10%	3,032
Jones	12,936	13,880	12,934	13,250	69.10%	9,156
Shackelford	1,425	4,250	1,250	2,308	69.10%	1,595
Taylor County	265,124	254,443	233,696	251,088	69.10%	173,502
Combined	288,114	279,398	251,670	273,061		188,685

Assigned Counsel Felonies with Public Defender Cost								
County	2019	2018	2017	3Yr. Avg		Assigned	RPDO	Total
	-	-	-	-	30.90%	-		-
	-	-	-	-	30.90%	-		-
Callahan	46,755	46,660	77,270	56,895	30.90%	17,581		17,581
Coleman	36,226	42,234	47,162	41,874	30.90%	12,939		12,939
Jones	210,026	89,554	78,680	126,087	30.90%	38,961		38,961
Shackelford	7,360	11,941	4,901	8,067	30.90%	2,493		2,493
Taylor County	1,320,993	1,193,609	1,141,058	1,218,553	30.90%	376,533		376,533
Combined	\$1,621,360	\$1,383,998	\$1,349,071	\$1,451,476		448,506	-	448,506

Assigned Counsel Juvenile						
County	2019	2018	2017	3Yr. Avg		Assigned
	-	-	-	-	5.20%	-
	-	-	-	-	5.20%	-
Callahan	1,875	1,390	450	1,238	5.20%	64
Coleman	1,000	400	-	467	5.20%	24
Jones	1,950	7,037	7,875	5,621	5.20%	292
Shackelford	-	17,617	32,765	16,794	5.20%	873
Taylor County	46,089	37,768	30,609	38,155	5.20%	1,984
Combined	50,914	64,212	71,699	62,275		3,238

Timeline for Reporting and Fund Distribution

Reports will be submitted on-line at <https://tidc.tamu.edu>.

Reporting Period	Type Report Due	Date Report Due	Fund Distribution Date
January 2023 through March 2023	Grant Expenditure Report Progress report	April 15, 2023	May 2023
April 2023 through June 2023	Grant Expenditure Report Progress report	July 15, 2023	August 2023
July 2023 through September 2023	Grant Expenditure Report Progress report	October 15, 2023	November 2023
October 2023 through December 2023	Grant Expenditure Report Progress report	January 15, 2024	February 2024
January 2024 through March 2024	Grant Expenditure Report Progress report	April 15, 2024	May 2024
April 2024 through June 2024	Grant Final Expenditure Report Final Progress report	July 15, 2024	August 2024
July 2024 through September 2024	Grant Expenditure Report Progress report	October 15, 2024	November 2024
October 2024 through December 2024	Grant Expenditure Report Progress report	January 31, 2025	February 2025



Statement of Grant Award

FY2023 Improvement Grant – Sustainability Modified 12.1.22

Grant Number: SG-23-011
 Grantee Name: Tom Green County
 Program Title: Regional Public Defender
 Grant Period: 12/1/2022-9/30/2023
 Grant Award Amount: ~~\$1,235,058~~ **\$1,245,312**

The Texas Indigent Defense Commission (herein, the Commission) has awarded the above-referenced grant to Tom Green County (herein, the County) for indigent defense services. The authorized official named on the grant application must sign this Statement of Grant Award and return it to the Commission by September 30, 2022. The grantee will not receive any grant funds until this notice is executed and returned to the Commission. Funding is provided as listed in the categories in the table below:

10-month budget due to 2-month extension of original FY22 grant	Original Budget	Modified Budget approved 12.1.22
1) Personnel - Salaries (Total Number of FTEs: 23)	\$1,367,709	<u>\$1,392,058</u>
2) Fringe Benefits	\$354,218	<u>\$359,583</u>
3) Travel and Training	\$50,333	<u>\$36,000</u>
4) Equipment	0	0
5) Supplies & Direct Operating	\$61,119	\$61,119
6) Contract Services	\$19,208	\$19,208
Total Proposed Costs	\$1,852,587	<u>\$1,867,968</u>
Less County Contributions (all participating counties)	\$617,529	<u>\$622,656</u>
Total Amount Funded by Commission	<u>\$1,235,058</u>	<u>\$1,245,312</u>

Standard Grant Conditions:

- The authorized official for the grantee accepts the grant award.
- The authorized official, financial officer, and program director, referred to below as grant officials, must comply with the terms of the grant as written in the Request for Applications issued in January 2022, including the rules and documents adopted by reference in the Commission’s Grant Rules in Title 1, Part 8, Chapter 173, Texas Administrative Code.
- The grant officials understand that a violation of any term of the grant may result in the Commission placing a temporary hold on grant funds, permanently de-obligating all or part of the grant funds, requiring reimbursement for funds already spent, or barring the organization from receiving future grants.
- Disbursement of funds is always subject to the availability of funds.
- The grant officials agree to follow the grant terms contained in the “Terms and Conditions” contained in Attachment A which includes the final grant application.
- Any indigent defense plan documents submitted to the Commission must continue to meet all grant eligibility requirements.
- The judges hearing criminal and juvenile matters must amend the Indigent Defense Plan for their respective courts as needed to include the program funded under this award and submit it to the Commission by November 1, 2022.

The authorized official for this grant program has read the preceding and indicates agreement by signing the Statement of Grant Award included below.

Rick Bacon

Signature of Authorized Official

Rick Bacon Judge Pro tem

Name & Title (please print)

1-10-2023

Date

Attachment A
Terms and Conditions

In addition to the program requirements stated in the Request for Applications (RFA), these specific program requirements apply to this program.

1. Tom Green County will directly operate a Regional Public Defender's Office as defined in Article 26.044 of the Texas Code of Criminal Procedure. Tom Green County will operate the public defender program to provide indigent defense representation for qualified defendants in seven participating counties in the region, including Tom Green, Runnels, Concho, Sterling, Coke, Schleicher, and Irion Counties. Participating counties will execute interlocal agreements with Tom Green County reflecting each participating county's contribution to the cost of the program not covered by this grant.
2. This award covers ten months of operation due to a two-month extension of the original FY22 grant term. The County must submit a brief continuing grant application and Commissioners Court Resolution as described in the Improvement Grant Request for Applications for each subsequent year of funding. According to current TIDC Rural Regional Sustainability Grant policy, the program is eligible for 2/3 grant funding in subsequent years.
3. Tom Green County must develop and maintain a Regional Public Defender Oversight Board in accordance with Texas Code of Criminal Procedure Article 26.045 to oversee the operation of this regional program. The County must submit a draft policy detailing how the members are selected and the duties and procedures of the board to TIDC for feedback prior to finalization. The Oversight Board must meet at least quarterly.
4. The program's Oversight Board is responsible for recommending to the Commissioners Court the selection of the Chief Public Defender. The Chief Public Defender will be responsible for the implementation of this program and will hire staff sufficient to operate the department. Staffing with attorneys and support personnel must be supported by sufficient caseloads.
5. The county must provide to TIDC the minimum job requirements and a full job description of the staff positions specified under this project before positions are publicly posted.
6. A Public Defender Office Case Representation Policies and Procedures Manual must be developed and provided to the Commission with the second quarterly progress report. The Public Defender Office should consider relevant professional standards of representation such as the Texas State Bar Performance Guidelines for Non-Capital Criminal Defense Representation when developing the manual. Any revised versions of the Policies and Procedures Manual must be submitted with regular quarterly progress reports.
7. The County must develop a written policy that includes caseload standards for the public defender office as required in Texas Code of Criminal Procedure Articles 26.044 and that is consistent with research-based weighted caseload guidelines published by TIDC. The caseload policy must require the Chief Public Defender to review caseloads at least quarterly. The Chief Public Defender must notify TIDC and the program's Oversight Board in writing if caseloads exceed the adopted standards.
8. This grant requires quarterly progress reports to provide information on the operation of the program. The TIDC grant manager will create an online progress report to document the work performed in this program. The County may request modifications to the report. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.
9. In addition to quarterly progress reports, the County must submit quarterly staffing reports detailing hire dates, separation dates, vacancies, and actual salaries each month for each position funded under the grant.

10. Grant funds are disbursed on a reimbursement basis according to the funded percentage in the award. The County must submit expenditure reports to obtain reimbursement of expended funds based on actual expenditures. The reimbursements will be proportional to the county's required match. See the Timeline for Reporting and Fund Distribution at the end of this document for dates.
11. Equipment and office space costs listed in the first-year start-up budget will not be carried forward into subsequent years of funding.
12. Requests to revise the scope, target, or staffing of the project, or substantively alter project activities require advance written approval from TIDC. Budget adjustments consisting of reallocations of funds among or within budget categories in excess of \$10,000 or ten percent of the original approved budget, whichever is less, are considered budget adjustments and are allowable only with prior approval of the executive director of the Commission.
13. The Public Defender's Office must record attorney and support staff work time in a manner that allows for accurate completion of the Indigent Defense Expenditure Report and Public Defender Addendum. Records must contain sufficient detail to allocate time and salary across categories of offenses (capital, non-capital felony, misdemeanor, juvenile, felony appeals, misdemeanor appeals, and juvenile appeals) and to document the number of cases disposed by attorney for each court.
14. Contracts with third parties for core services under this grant must be provided to TIDC and approved prior to execution.
15. Grantees that use grant funds to contract for services must develop and include in the contract provisions to monitor each contract that is for more than \$10,000 per year. These provisions must include specific actions to be taken if the grantee discovers that the contractor's performance does not meet the operational or performance terms of the contract.

Original grant application and subsequent budget amendments follow.

**2022 Tom Green County Improvement Grant Application Narrative
(Multi-Year Grant)**

a. Application Form

Counties Represented: **Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green**

Fiscal Year: **2022**

State Payee Identification Number: **75-6001184**

Division To Administer Grant: **Tom Green County Judge's Office**

Program Title: **Concho Valley Public Defender's Office**

Requested Grant Amount: **\$2,276,676.30**

Financial Officer: **Nathan Craddock**

Program Director: **Chastity Gauwain**

Mailing Address: **113 W. Beauregard Avenue; San Angelo, TX 76903**

b. Introduction (Executive Summary)

Tom Green, Runnels, Concho, Sterling, Coke, Schleicher, and Irion Counties would like to create a regional public defender's office, titled Concho Valley Public Defender's Office (CVPDO). The CVPDO would be located in and administered by Tom Green County, which will be the primary grant recipient. After many meetings and thorough research, all seven Counties believe that this program can become a reality; one that provides quality representation for indigent defendants by providing a streamlined and effective service to process caseloads, and with TIDC funding, has significant potential for cost savings in strained County budgets in our seven County region.

c. Problem Statement

In our rural region of West Texas, Tom Green County and the surrounding counties face an ever-growing criminal caseload. Annually there are over 5000 new misdemeanor, felony, juvenile, and appeals cases in all seven counties combined. In the felony portion of that caseload alone, over 85% of the cases require indigent defense services. All counties use an appointment "wheel" method to appoint private attorneys to qualified indigent cases; however, the number of attorneys on that "wheel" has dwindled down over the last several years. There are fewer and fewer private practice attorneys in the region, let alone those who are willing to accept criminal appointments. This results in high caseloads that the local defense bar, Judges, and Commissioners Court feels is no longer tenable. It can also lead to instances of delayed due process and increased financial burden on taxpayers with longer stays in jail, more pretrial hearings, defendants not seeing their attorney as often as they should, and unnecessary travel to outer counties only to have to reset a case. Most local defense attorneys are located in Tom Green County, with the six surrounding Counties being significantly smaller in population, and the region shares from the same small pool of available and qualified counsel. There is currently no advanced or coordinated scheduling among the Counties, and conflicts often arise with individual attorneys expected to be in multiple places at once. In addition, the time required of defense counsel on cases has increased, and more and more appointments are paid on an hourly basis instead of a flat fee. This is to compensate for the time spent reviewing case files and video footage in particular. As more cases are paid on the hourly basis, the Counties are seeing increases in costs that have a significant impact on the budgets. The smaller Counties in particular are prone to large swings in annual indigent defense spending, sometimes one substantial case that goes to trial can impact their budget by doubling, or more, their usual spending. This makes it difficult to plan ahead and adopt budgets in advance that address the Counties' needs for an upcoming year.

d. Objectives

By creating and implementing the Concho Valley Public Defender's Office, the seven Counties in the region hope to improve the quality of defense by having appropriate caseloads with staff attorneys in the CVPDO, continually training those attorneys for improvement, and allowing their specific expertise to grow from only working and focusing on criminal defense cases. The CVPDO will create a smoother flow of the criminal justice process in our region, thus allowing cases to be heard and disposed of in a more efficient and timely manner.

The Concho Valley Public Defenders Office (CVPDO) would be located in Tom Green County and would provide services for Tom Green, Runnels, Concho, Sterling, Coke, Schleicher, and Irion Counties. There

will be a total of 23 staff for this office, which includes a Chief Defender, 14 defense attorneys, 2 investigators, 1 mental health caseworker, 1 general caseworker, 1 office manager, and 3 support staff. Tom Green County will provide the office space needed and will work with the outer county Judges to ensure they can provide adequate space for attorney/client meetings in their respective counties.

The CVPDO will strive to represent approximately 85% of the total misdemeanor indigent cases, 75% of the total non-capital felony and juvenile indigent cases, and 100% of the total criminal appeals indigent cases, which according to our detailed study should total approximately 2000 cases per year for the CVPDO.

All seven Counties in the region support this request by Resolution and are committed to ensuring that additional objectives are met which include:

- Indigent clients will be represented by qualified attorneys and support staff
- New clients will be contacted within a 24 hour window upon confirmation of indigent status
- CVPDO attorneys will set up initial contact within 48 hours
- CVPDO will seek release of clients who are unable to make bail and attempt to reduce the length of time a client is incarcerated during the pretrial phase when possible
- CVPDO attorneys will be present at all phases of the pretrial hearing process
- CVPDO will follow TIDC caseload guidelines and attempt to improve case outcomes
- CVPDO will work with in house staff such as the investigators and caseworker, to ensure an efficient and thorough plan of action for their client

e. Activities

During the start-up phase of this project, Tom Green County will enter into inter-local agreements with each of the six participating counties in the region to establish clear guidelines and budget expectations. An oversight board will be created using TIDC parameters, and upon establishment, the board will meet to draft a job description for the Chief Defender, advertise for the position, conduct interviews, and select the most qualified applicant. Once the Chief Defender is successfully hired, he/she will provide a plan of operation that will be presented to the oversight board and Commissioner's Court for approval. Each position within the CVPDO will have a job description created to establish appropriate hierarchy and adequate pay levels and those positions will be advertised. Interviews will be conducted to attain the best candidates for each position and once hired all new staff will begin training. Tom Green County would like to renovate space it owns that is currently unoccupied and is within walking distance to the Courthouse. Our justification for the cost is located in the budget portion of this application. After the space is renovated, CVPDO will begin working with Tom Green County Procurement to purchase all the furniture, computers, software, and supplies needed for day-to-day operation of the office. All current indigent defense plans for all counties will need to be amended and modified to ensure that all involved courts refer appointments to the CVPDO as agreed.

The CVPDO will have ongoing activities, guidelines, and steps that will need to be taken on a continual basis in order to assure a commitment to an efficient and valuable asset to the counties it provides services to. Any new defendant who qualifies for services will meet with a CVPDO attorney within 48 hours of referral, will have high quality representation during all phases of the pre-trial process, and will have the ability to communicate with their respective attorney as needed. The CVPDO staff will work closely with the Indigent Defense Coordinator to ensure that all currently jailed defendants who qualify for services are accounted for and receiving services. The CVPDO oversight board will meet quarterly to discuss any issues and take action/resolve if necessary. The Chief Defender will have weekly meetings with staff attorneys to discuss caseload or any matter relating to meeting the needs of the client. Additionally, the Office Manager will meet with support staff on a weekly basis to discuss any matters as needed. Opportunities for training and education will be provided to staff so that all may stay up to date with the best practices for their positions. All positions will receive annual performance evaluations conducted by the Chief Defender and the Office Manger that provide valuable feedback to the employees.

f. Evaluation

The oversight board in conjunction with the Chief Defender will monitor program evaluation. The Chief Defender will handle required grant status reporting to TIDC and the Tom Green County Auditor will handle all financial reporting as required by statute. The Chief Defender will provide information requested by the County Auditor to achieve timely completion of required expenditure reports.

The oversight board and the Chief Defender will work with Tom Green County Procurement and IT Departments to ensure the proper software is purchased that will have the ability to track and maintain caseload information such as:

- Type and number of cases
- Attorney/client initial contact and future contacts
- Bond information
- Time incarcerated
- Pre-trial information
- Communication/offers from prosecuting attorneys
- Notes for investigators/caseworkers
- Experts and witnesses
- Case dispositions

The CVPDO will monitor data and work with the administrative staff for the jails in order to monitor inmate populations, compliance with internal guidelines with regard to timeliness of case processing, and to provide data on cost effectiveness. Annually the CVPDO will submit a report, approved by the oversight board, to each Commissioners Court that documents the activities of the office to include costs, case dispositions, and such statistical information that the Chief should include for each Court to be informed of successes and failures, benchmarks achieved, and future goals.

g. Future Funding

The CVPDO operations will depend upon TIDC's regional rural sustainability funding to be financially viable and cost effective for all seven Counties. The Counties intend for the defender's office to be a long term solution to providing quality indigent defense.

As of 2019, the population of the Counties for the CVPDO are as follows:

- Tom Green County - 119,200
- Sterling County - 1,291
- Concho County - 3,266
- Runnels County - 10,277
- Irion County - 1,536
- Schleicher County - 2,983
- Coke County - 3,303

Tom Green County's population is slightly over the 100,000 population bracket for the rural sustainability grant, however, we ask for an exception to this rule. Tom Green County is still rural, acts as a hub in west central Texas, and especially when it comes to defense attorneys and courts, all seven Counties still share the same resources. These resources primarily reside in Tom Green County, and have long provided service to the surrounding Counties. We expect this dynamic to continue even with the creation

of the public defender's office, and Tom Green County needs the sustainability funding to make the defender's office viable for the entire rural region long into the future. In addition, the total population for all Counties combined is a relatively small 141,856. This total population is far less than other regional offices that TIDC has funded through the sustainability grant, and we believe the intent of the program is well matched to our region's needs.

h. Budget Narrative and Budget Form

The staffing levels and overall budget are based on TIDC's recommendations from previous Planning Studies for establishing a Public Defender's Office with a few modifications as needed.

A separate detailed budget is provided with this application.

There will be various one-time costs associated with start-up, estimated to be \$736,435 in total. Furniture, equipment such as laptops and printers, software and other items for the office are estimated to cost \$136,435. The largest portion of the requested start-up costs is a budget item for renovation of office space. Through discussions with TIDC staff, we understand that normally rental costs are included with the ongoing budget request and is the preferred reimbursement according to a pre-existing formula. However, downtown San Angelo, where the Courthouse is located, has very limited real estate for rental purposes and a cursory review of available properties does not show any adequate spaces. In lieu of renting a space, we would request that the Commission consider funding a renovation of an existing County facility to house the defender's office.

As mentioned earlier, the seven Counties expect the defender's office to be a long term solution and we are requesting sustainability funding. Using the Commission's rental assistance formula of \$15 per square foot and 150 square feet per staff person, the annual rental allowance would be \$51,750 for the CVPDO, of which the Commission would reimburse 80% in the first year and 66% in each subsequent year. Considering only a period of 10 years' time, the total rental cost would be \$582,187 of which the TIDC would have reimbursed \$388,319 under the sustainability program.

In our proposed budget, we anticipate renovation costs of approximately \$600,000, which has been placed in the contract services line item. We would ask the Commission to reimburse \$388,319 of that amount, which is the same as would have been reimbursed for rental costs over 10 years. This is less than the 80% reimbursement allowed in the first year, but the participating Counties wanted a reasonable solution for your consideration. And, all Counties have agreed to fund the remainder of this line item above and beyond that amount to complete the renovation. We realize that this preloads the costs into the first year and may strain your available funds this year. However, this could also be a benefit in future years as you would not have a recurring reimbursement to make in those years, and the CVPDO's operating budget would be less. It would also give the CVPDO a permanent solution for office space and reduce the likelihood of future moves, which distract from the business of the defender's office. We ask for your help in creating a permanent space for the CVPDO.

After the initial start-up costs, there will be on-going costs as well. The CVPDO staff salary will total \$2,057,619.62 that also includes the fringe benefits. There will be \$75,000 for expert witnesses, roughly \$11,642 in expected utilities and building maintenance, recommended operating costs of (\$500/yr. Tech, \$350/supply per employee) that totals \$30,600, and an estimated travel budget for the attorneys and investigator of \$50,600. The total annual budget for the CVPDO is then expected to total approximately \$2,224,011.62 per year after the first year.

Personnel Costs		\$2,057,619.62
FTE's	23.00	
Salary	\$1,570,702.00	
Fringe Benefits	\$486,917.62	
Travel and Training		\$50,600.00
Equipment		\$146,035.00
Supplies		\$31,192.00
Contract Services		\$675,000.00
Indirect		

**2023 Tom Green County Improvement Grant Application Narrative
 Concho Valley Regional Public Defender's Office - Core Operations
 Continued Multi-Year Improvement Grants**

a. Application Form

Counties Represented: **Coke, Concho, Irion, Runnels, Schleicher, Sterling, Tom Green**
 Fiscal Year: **2023**
 State Payee Identification Number: **75-6001184**
 Division To Administer Grant: **Tom Green County Judge's Office**
 Program Title: **Concho Valley Regional Public Defender's Office - Core Operations**
 Requested Grant Amount: **\$1,272,705.00**
 Authorized Official: **Stephen C. Floyd**
 Financial Officer: **Nathan Craddock**
 Program Director: **Joe Stephens**
 Mailing Address: **113 W. Beauregard Avenue; San Angelo, TX 76903**

b. Budget Narrative and Budget Form

The actual program start date was at the beginning of December. TIDC will work with the county to extend the term of the original grant by 2 months at the 80% year one reimbursement rate. This FY23 grant will cover the balance of FY23, i.e, 10 months, at 2/3 reimbursement rate. 10 month rate slightly higher on requested grant amount total due to request to increase salaries. See request letter from Joe Stephens for TIDC consideration.

Personnel Costs		\$1,778,398.00
FTE's	20.00	
Salary	\$1,409,709.00	
Fringe Benefits	\$368,689.00	
Travel and Training		\$50,333.00
Equipment		\$0.00
Supplies		\$61,119.00
Contract Services		\$19,208.00
Indirect		
Total		\$1,909,058.00
Required County Match		\$636,353.00
Total less County Match		\$1,272,705.00

Note: TIDC approved budget was reduced from this request and does not include requested additional FTE. See page 1 for approved grant budget.

TOM GREEN COUNTY



**First Grant
Modification
Request, approved
in part**

August 9, 2022

Mr. Geoff Burkhart
Texas Indigent Defense Commission
209 West 14th Street, Room 202
Austin, Texas 78701

Re: Concho Valley Public Defender's Office – Request

Dear Mr. Burkhart,

As the Constitutional County Judge of Tom Green County, Texas, I am writing to request a modification to the sustainability grant awarded to our seven-county service area that supported the creation of the Concho Valley Public Defender's Office.

As you know, the Concho Valley Public Defender Office opened its doors on December 6, 2021, and began accepting appointments on June 6, 2022. Over the course of that six month stretch, and in the ensuing weeks since they began casework, two needs have surfaced and have been requested of Tom Green County:

1. The need for an additional position that was *not* forecast in the planning study – a “Discovery Director” who would handle the coordination (that is, downloading and uploading) of the digital discovery that their office receives from both District Attorney's offices (covering four District Courts), along with all eight county courts and their associated discovery.
2. A cost-of-living adjustment that reflects that which all Tom Green County employees will likely receive when the budget is accepted – a flat 5% salary increase.

Discovery Director

As mentioned, this position was not forecast in the original planning study (which was led by Tom Green County, not TIDC) and whose necessity only emerged after the office was fully operational. By way of reference, the two District Attorney offices that cover the seven-county service area have dedicated personnel handling all discovery efforts. Funding this position for the CVPDO would allow attorneys to better use their time, support staff to maximize theirs, and have a go-to person in command of a critical function of a public defender's office: making sure that discovery – in both digital and non-digital form, across four District Courts and eight County Courts – is received, available, and preserved. We are asking that TIDC reimburse the funding of this additional position – \$50,400 – in accordance with the terms of the existing grant.

Salary Adjustment

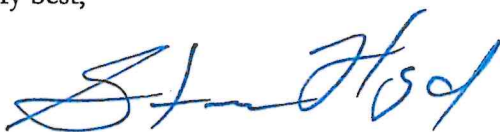
Given recent inflation numbers, it is the intention of Tom Green County to offer blanket 5% salary raises to all county employees. As Tom Green County employees, this would apply to the CVPDO as well. We are asking that TIDC reimburse these cost-of-living adjustments – \$70,300 – in accordance with the terms of the existing grant.

A couple of closing points:

- The numbers informing the requests in this letter are the same numbers that were approved unanimously by the Oversight Board of the CVPDO; and,
- The numbers were also the same ones presented to the Tom Green County Commissioners during the most recent budget workshop.

Many thanks for your consideration. Should you have any questions whatsoever, please do not hesitate to reach out.

My best,

A handwritten signature in blue ink, appearing to read "Stephen Floyd".

Honorable Stephen Floyd
Constitutional County Judge, Tom Green County, Texas

TIDC-approved budget on page one of this award includes costs of salary increase but does not include additional FTE.

TIDC Grant Budget Adjustment Request

RE: FY2023 Budget Adjustment Request - Grant Number SG-23-011

Tom Green County requests a budget adjustment for the Concho Valley Regional Public Defender’s Office – Core Operations **Program**. The details of the request are indicated in the table below:

Direct Costs	Current Approved Budget	Requested Line-Item Change	Requested Adjusted Budget
1) Personnel	1,367,709	24,349	1,392,058
2) Fringe Benefits	354,218	5,365	359,583
3) Travel and Training	50,333	(14,333)	36,000
4) Equipment	0	0	0
5) Supplies	61,119	0	61,119
6) Contract Services	19,208	0	19,208
7) Indirect Costs	0	0	0
Total Proposed Costs	1,852,587	15,381	1,867,968
Less Cash from Other Sources	617,529	5,127	622,656
Total Amount Funded by Commission	1,235,058	10,254	1,245,312

- 1. Rationale for Adjustment – Explain in detail the proposed changes to the budget and why they are needed. Be specific and use statistics, if possible. Use as much space as necessary to fully explain why the changes are necessary. Attach more detailed “before and after” budget category breakout as needed to fully explain changes.**

Please see attached letter and supporting budget schedule. Please note: this modification request is contingent upon approval of the separate grant request supporting an expansion to the Big Country area.

- 2. Detail any proposed changes to the staffing model and why they are needed.**

Changes are listed in the attached request letter. *To be effective 1/1/2023. NU*

- 3. Explain any proposed change in program Scope or Program Activities**

There is no change in program activities, just increasing the scope. With the addition of the felony defenders, the caseload and efficiency of the office will be able to increase.

Sincerely,



County Judge Signature

11-16-22

Date

TOM GREEN COUNTY



November 8, 2022

Mr. Geoff Burkhart
Texas Indigent Defense Commission
209 West 14th Street, Room 202
Austin, Texas 78701

Re: Concho Valley Public Defender's Office – Request

Dear Mr. Burkhart,

As the Constitutional County Judge of Tom Green County, Texas, I am writing to request a modification to the sustainability grant awarded to our seven-county region that supports the operation of the Concho Valley Public Defender's Office.

In conjunction with our separate application to expand the Concho Valley Public Defender's Office to the five-county "Big Country" region, some changes will be necessary to our existing grant award to compensate for caseload coverage here in the Concho Valley and allow for proper administration of the proposed satellite office. Our three requested changes are detailed below.

Salary adjustments

In the proposed expansion, both the Chief Defender and the Office Manager will be spending time in both locations; overseeing the creation of the satellite office while maintaining continuity of operations in the existing office. They both obviously will have added duties and responsibilities, and as such, we are including pay increases for these two positions in our request. We are requesting a salary increase of \$7,000 for the Chief Defender, and \$10,700 for the Office Manager, plus related fringe benefit costs.

Allocate Salaries & Benefits between Two Offices

Our expansion proposal also includes an allocation of the Chief Defender and Office Manager salaries and benefits, to be split evenly between the existing office and the proposed satellite office. This would result in a decrease in expenses for our existing sustainability award, for half of these costs for fiscal year 2023.

Additional staff

With the Chief Defender assuming a more administrative role in the expansion plan, his original caseload planned here in the Concho Valley will need to be replaced so that the existing office does not lose any capacity. In addition, the Oversight Board and Tom Green County would like to request

113 W. Beauregard ☆ San Angelo, Texas 76903 ☆ (325) 653-3318
e-mail ☆ steve.floyd@co.tom-green.tx.us

additional staff to be utilized for the Concho Valley office to cover even more cases and improve the efficiency of the office. The costs for these positions will be mostly offset by the reduction from the salary allocation in the previous item. Our request is for two felony level defenders (attorney positions) and one legal assistant. Net of previous requests, these would necessitate a small increase in the sustainability award and the local match our seven Counties contribute. We are prepared to commit the match.

The financial details and specific amounts of this request are included the attached supporting document, with a revised total budget. We greatly appreciate your consideration of our modification request. Your support, and the support of your staff at the TIDC, has been invaluable to us throughout this process. We look forward to working with you to achieve success in this expanded regional model. Should you have any questions whatsoever about this request, please do not hesitate to reach out.

Sincerely,

A handwritten signature in blue ink, appearing to read "Stephen Floyd". The signature is fluid and cursive, with a large initial "S" and "F".

The Honorable Stephen Floyd
County Judge, Tom Green County, Texas

SF/sk

Detailed Budgets by Office Location

FY23 Modified (10 Months)

Concho Valley	Annual Sal + Fringe	December	January	February	March	April	May	June	July	August	September	Total FY23
Position												
Chief Defender (Half)	105,529.00	16,916.25	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	8,794.08	96,063.00
Office Manager (Half)	50,811.50	7,441.42	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	4,234.29	45,550.04
First Assistant	154,612.70	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	12,884.39	128,843.92
Senior Investigator	82,039.85	6,836.65	6,836.65	6,836.65	6,836.65	6,836.65	6,836.65	6,836.65	6,836.65	6,836.65	6,836.65	68,366.54
Investigator	75,992.00	5,543.67	5,543.67	5,543.67	5,543.67	5,543.67	5,543.67	5,543.67	5,543.67	5,543.67	5,543.67	60,959.67
Legal Assistant	62,687.09	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	5,223.92	52,239.24
Legal Assistant	57,848.90	4,820.74	4,820.74	4,820.74	4,820.74	4,820.74	4,820.74	4,820.74	4,820.74	4,820.74	4,820.74	48,207.42
*New Legal Assistant	48,207.42	-	3,228.29	3,228.29	3,228.29	3,228.29	3,228.29	3,228.29	3,228.29	3,228.29	3,228.29	33,788.57
Felony Defender	124,374.02	12,884.39	-	9,575.50	9,575.50	9,575.50	9,575.50	9,575.50	9,575.50	9,575.50	9,575.50	93,433.41
Felony Defender	124,374.02	10,364.50	10,364.50	10,364.50	10,364.50	10,364.50	10,364.50	10,364.50	10,364.50	10,364.50	10,364.50	103,645.02
Felony Defender	115,907.18	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	96,589.32
Felony Defender	115,907.18	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	96,589.32
Felony Defender	115,907.18	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	9,658.93	96,589.32
Felony Defender	108,390.54	9,032.55	9,032.55	9,032.55	9,032.55	9,032.55	9,032.55	9,032.55	9,032.55	9,032.55	9,032.55	90,325.45
Felony Defender	122,358.00	9,407.50	9,407.50	9,407.50	9,407.50	9,407.50	9,407.50	9,407.50	9,407.50	9,407.50	9,407.50	99,598.00
Felony Defender	87,800.00	6,527.67	6,527.67	6,527.67	6,527.67	6,527.67	6,527.67	6,527.67	6,527.67	6,527.67	6,527.67	70,799.67
*New Felony Defender	113,495.00	-	8,668.92	8,668.92	8,668.92	8,668.92	8,668.92	8,668.92	8,668.92	8,668.92	8,668.92	82,754.25
*New Felony Defender	113,495.00	-	-	8,668.92	8,668.92	8,668.92	8,668.92	8,668.92	8,668.92	8,668.92	8,668.92	73,296.33
Misdemeanor Defender	100,183.07	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	8,348.59	83,485.89
Misdemeanor Defender	96,554.02	8,046.17	8,046.17	8,046.17	8,046.17	8,046.17	8,046.17	8,046.17	8,046.17	8,046.17	8,046.17	80,461.68
Misdemeanor Defender	90,506.59	6,753.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	74,633.16
Misdemeanor Defender	90,506.59	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	7,542.22	75,422.16
	2,157,486.85											1,751,641.35

Office Expenses	25,000.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	1,900.00	19,208.00
Contract Services	73,000.00	6,083.33	6,083.33	6,083.33	6,083.33	6,083.33	6,083.33	6,083.33	6,083.33	6,083.33	6,369.00	61,119.00
Supplies	48,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	4,000.00	36,000.00
Travel & Training	146,000.00											116,327.00

Current FY23 Budget Increase	2,303,486.85											1,867,968.35
Concho Valley additional match												1,852,587.00
												15,381.35
												5,127.12

Funding Analysis

	<u>Program Expenditures</u>	<u>TIDC</u>		
		<u>Sustainability</u>	<u>ARPA</u>	<u>Local</u>
Concho Valley				
FY23 Modified	1,867,968.35	1,245,312.24	-	622,656.12
FY24 Full	2,303,486.85	1,535,657.90	-	767,828.95
	<u>4,171,455.20</u>	<u>2,780,970.14</u>	<u>-</u>	<u>1,390,485.07</u>
Big Country				
FY23 Phased & Startup	1,758,745.31	80% Funding Year	-	1,406,996.24
FY24 Full	2,250,000.00	2/3 Funding Year	-	1,500,000.00
	<u>4,008,745.31</u>		<u>-</u>	<u>2,906,996.24</u>
Combined	8,180,200.51	2,780,970.14	2,906,996.24	
Current Funding (2 years)		2,717,128.00	1,872,430.00	
Additional needed over 2 years		63,842.14	1,034,566.24	

Local Match Requirements

	<u>% Allocation</u>	<u>FY23</u>	<u>FY24</u>
Concho Valley			
Coke	0.7%	4,358.59	5,374.80
Concho	1.4%	8,717.19	10,749.61
Irion	0.5%	3,113.28	3,839.14
Runnels	4.7%	29,264.84	36,087.96
Schleicher	0.7%	4,358.59	5,374.80
Sterling	0.7%	4,358.59	5,374.80
Tom Green	91.3%	568,485.04	701,027.83
	<u>100.0%</u>	<u>622,656.12</u>	<u>767,828.95</u>
Big Country			
Callahan	3.2%	11,143.58	23,760.37
Coleman	2.6%	9,125.16	19,456.68
Jones	4.5%	15,940.74	33,988.87
Shackelford	1.5%	5,249.37	11,192.71
Taylor	88.2%	310,290.21	661,601.37
	<u>100.0%</u>	<u>351,749.06</u>	<u>750,000.00</u>

Timeline for Reporting and Fund Distribution

Reporting Period	Type Report Due	Date Report Due	Fund Distribution Date
October 2022 through December 2022	Grant Expenditure Report Progress report	January 15, 2023	February 2023
January 2023 through March 2023	Grant Expenditure Report Progress report	April 15, 2023	May 2023
April 2023 through June 2023	Grant Expenditure Report Progress report	July 15, 2023	August 2023
July 2023 through September 2023	Grant Expenditure Report Progress report	October 15, 2023	November 2023

Reports will be submitted on-line at <https://tidc.tamu.edu>.